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**Indiana  
Department of Education**

**Glenda Ritz, NBCT**

Indiana Superintendent of Public Instruction

# **FRIENDLY REMINDERS FOR FEDERAL GRANTS**

Beverly Flanagan, Chief Financial Officer

# Friendly Reminders for Federal Grants

## Reimbursement Request Forms

- Explanation of Reimbursement
  - ❖ Actual expenditure
  - ❖ Does not include:
    - Encumbrance of funds on a Purchase Order
    - A check that has been written but not sent
    - Anticipated payroll
- Reimbursement request are due on the 1<sup>st</sup> and 15<sup>th</sup> of each month
- Please make sure that reimbursement request is within the approved grant period
- Please make sure that amount requested does not exceed the 10% allowed per budget category or total approved budget
- Please submit reimbursement request to the e-mail address listed on the bottom of the reimbursement request form
- Per a request of the State Board of Accounts, effective July 1, 2014 all reimbursement request will include a signature line for the preparer and the approver
  - The preparer and approver must be two (2) separate individuals



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## Interest Earned Forms

- Interest earned form must be submitted even if no interest earned for the quarter
- Submit form to e-mail address [FinanceDiv@doe.in.gov](mailto:FinanceDiv@doe.in.gov)
- Per the Uniform Grant Guidance interest earned amount increased from \$100 to \$500 per year. If interest earned exceeds \$500.00 per year make check payable to the USDOE
  - ❖ Send checks to: Indiana Department of Education  
115 W. Washington Street, South Tower, Suite 600  
Indianapolis, IN 46204-2798
- SFY 16 (July 1, 2015 to June 30, 2016) form will be posted on the Office of School Finance Learning Connection
- Form is to be submitted quarterly
  - ❖ Due dates for SFY 16:
    - October 5, 2015
    - January 5, 2016
    - April 5, 2016
    - July 5, 2016



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The background of this section shows a green, wavy path that curves upwards from left to right. Along this path, there are several small black silhouettes of people in various walking or running poses, suggesting movement and progress.

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# Friendly Reminders for Federal Grants

## Federal Circular and Regulation Changes

- The Uniform Grant Guidance ([2 C.F.R. § 200](#)) streamlines and consolidates government requirements for receiving and using federal awards so as to reduce administrative burden and improve outcomes.
- The Uniform Grant Guidance was published in the Federal Register ([79 Fed. Reg. 75871](#)) on December 19, 2014, and became effective on December 26, 2014. Please note the new regulations will apply to LEA awards from the new federal grants starting on July 1, 2015.
- The Uniform Grant Guidance supersedes the requirements of the following OMB circulars:
  - A-21 – Cost Principles for Educational Institutions
  - A-50 – only portion of guidance in circular on Single Audit Act follow-up
  - A-87 – Cost Principles for State and Local Governments
  - A-89 – Catalog of Federal Domestic Assistance
  - A-102 – Administrative Requirements for State and Local Governments
  - A-110 – Administrative Requirements for Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations
  - A-122 – Cost Principles for Non-Profit Organizations
  - A-133 – Audit Requirements of States, Local Governments and Non-Profit Organizations
- Education Department General Administrative Regulations (EDGAR) is in transition.
- For awards made prior to December 26, 2104, EDGAR parts 74 and 80 still apply.
- For awards made on or after December 26, 2104, EDGAR parts 74 and 80 are a part of the Uniform Grant Guidance.
- The IDOE is in the process of revising its existing policies or establishing new policies and procedures to be compliant with the Uniform Grant Guidance.
- More information will be forthcoming on the implementation of the Uniform Grant Guidance.

